

Visitor Protocol:

IMPORTANT INFORMATION

PLEASE READ AND COMPLETE NEXT PAGE PRIOR TO ENTRY

For the safety of our staff and students we are limiting visitors in our HCDSB locations.

Approved visitors including HCDSB staff that are not assigned to a specific location including supply staff, floaters, itinerant and maintenance staff must:

1. Complete the HCDSB COVID-19 Visitor Protocol Form upon arrival at any HCDSB location and check out with the office before leaving in order to record the time you have exited the building (this information is necessary and may be provided to Public Health for contact tracing purposes)
 2. clean or sanitize hands upon entry
 3. comply with HCDSB COVID-19 infection control practices (good hygiene, regular handwashing, physical distancing etc.)
 4. wear a mask or face covering while on-site unless you have been instructed otherwise (medical accommodation or student accommodation), if you do not have a mask or face covering please ask for one at reception. Essential visitors in schools will be required to wear a medical mask while on school premises.
 5. take reasonable care of your own health and safety and ensure your actions do not adversely affect the health and safety of others
 6. not misuse or interfere with anything which is provided for COVID-19 management
 7. access approved areas only, check with Administrator for additional direction
 8. report any concerns to the school Administrator
 9. notify the HCDSB if you have symptoms of COVID-19 within 14 days of being on-site
 10. If the attached **HCDSB COVID-19 Visitor Protocol Form** is incomplete or any of the questions in the self-assessment are answered "Yes" access is denied.
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HCDSB COVID-19 Visitor Protocol Form

This information is being collected for COVID-19 contact tracing purposes and may be shared with Public Health. Your participation is important to help us take precautionary measures to protect you and everyone in this building.

This information is collected under the authority of Education Act s. 169.1 (1) (a) and s. 265 (k) (l) and per Ontario's Municipal Freedom of Information and Protection of Privacy Act s. 28 (2). Information will be used to execute pandemic contact tracing protocols and promotion of public health, is and retained for one year. If you have questions regarding the collection, use or disclosure of this information, please email the Manager of Privacy and Records Information Management at privacy@hcdsb.org.

Date:

Location:

Name of Individual:

Personal Phone Number
(mobile/home):

Visitor's Company/Organization:

Complete the following self-assessment and not enter any HCDSB premises if you answer **Yes** to any of the following:

Question	YES	NO
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Are you feeling unwell with symptoms such as fever, sore throat, cough or shortness of breath?

In the last 14 days, have you been in close physical contact with someone who tested positive for COVID-19?

(close physical contact = less than 2 metres away in the same room, workspace or area, living in the same house)

In the last 14 days, have you been in close physical contact with someone who either:

- is currently sick with a new cough, fever or difficulty breathing? Or
- returned from outside of Canada in the last 2 weeks and has symptoms of COVID-19?
- Have you travelled outside of Canada in the last 14 days?

Signature (visitor): _____ Date: _____
